



City of Annapolis
Office of Human Resources
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Position Vacancy Announcement

Position	Exercise, Training & Community Outreach Coordinator – Contractual	Opening date	July 25, 2012
Department	Office of Emergency Preparedness & Risk Management	Closing date	Open Until Filled
Salary range	\$55,000.00 - \$61,000.00		

General statement of duties

The Exercise, Training & Community Outreach Coordinator at the Office of Emergency Preparedness and Risk Management is responsible for developing and implementing a comprehensive and progressive exercise and training program for the City, private partners and citizens. This program will be geared at promoting preparedness, testing emergency policies and procedures, training personnel to ensure a coordinated and efficient response during exercises or disasters, providing community programs and material which will educate city residents, businesses, and organizations about emergency preparedness, creating a network that includes private sector, faith-based groups, non-government organizations, and volunteers that will be able to assist in a coordinate emergency response, respond and manage the emergency operations center during activations, emergency events and related work as required.

Distinguishing features of the class

This position is full time and located at the Office of Emergency Management Preparedness and Risk Management. The position requires extensive knowledge and understanding of emergency management concepts and principles, the Homeland Security Exercise Evaluation Program and the operation and structure of city government. This position calls for an individual who possesses strong interpersonal skills, initiative, judgment, the ability to develop a sound exercise and training program, and solid community outreach initiatives. This position reports to and is supervised by the Director of Emergency Preparedness and Risk Management or his designee.

Examples of work (illustrative only)

- Develop a city-wide Exercise & Training Committee;
- Develop and implement a multi-years exercise and training plan;
- Attend training, meetings and briefings pertaining to exercise and training;
- Identify, statutory, grant, emergency and disaster exercise requirement;
- Develop, plan, implement and market educational programs for the City residents, special populations, business and general public;
- Coordinate training for emergency management related programs for City employees;
- Provide service to customers by answering exercise and training questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution;
- Work on independent projects as assigned;
- Establish and maintain correspondence, documentation and other files which are essential to the success of the exercise and training program;
- Conduct research needed to draft letters, reports and other related documents;
- Plan and schedule Community Emergency Response Team training for citizens and communities;
- Prepare and deliver emergency preparedness presentations to local organizations and community groups;
- Aid in processing grant funds;
- Keeps a variety of records and logs, pending folders, analyzes them and makes reports on them;
- Perform a wide variety of management duties, types and operate word processing equipment and assist in other

duties as directed or as necessary;

- Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality;
- Inputs and retrieves computer data;
- Develop community education programs;
- Monitor and report status of National Incident Management System training to Maryland Emergency Management Agency;
- Participate in all Emergency Operations Center activations.

Required knowledge, skills and abilities

Ability to communicate effectively verbally and in writing; ability to interpret statistical data; ability to develop instructional programs; ability to adapt instructional methods to various target audiences; 2 years of college or university of recognized standing at least two years professional level experience or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Acceptable experience and training

- Two years of continuous service in an Emergency Management related field;
- Homeland Security Exercise and Evaluation Program;
- ICS 300 or higher certification.

Americans with Disabilities Act

Physical ability: Ability to sit continuously at a computer terminal or receptionist station for extended periods; ability to operate standard office equipment including copier, computer etc.; sitting and standing; lifting papers, books and office objects.

Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; to read and write reports, correspondence, instructions, etc.

Hearing ability: Sufficient to hold conversation with other individuals both in person and over a telephone; ability to hear recording on transcription device.

Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.

Freedom from mental disorders which would interfere with performance of duties as described.

Application process

Candidates must complete a City of Annapolis application form. The application must be postmarked, or received in the City of Annapolis Department of Human Resources office by 4:30 p.m. on the closing date. Incomplete applications will not be considered.

All qualified applicants will receive consideration for employment, without regard to political or religious opinion or affiliation, race, creed, color, sex, national origin, marital status, physical or mental disability, sexual orientation or genetic information. The City of Annapolis is an Equal Employment Opportunity/ADA Compliant Employer.